

# **MANAGING PARKING IN SAN DIEGO**

## **REPORT OF THE PARKING TASK FORCE**

### ***EXECUTIVE SUMMARY***

The Parking Task Force recommends that the City Council revise its overall approach to management of parking in the public rights-of-way to focus on meeting the unique needs of each community impacted by parking demand. To that end, the Task Force recommends that San Diego consider and, where appropriate, implement a broad range of parking management tools and strategies, rather than the one-size-fits-all approach that the City currently employs. The Task Force specifically recommends that the Parking Meter District Program be continued and expanded to provide entrepreneurial, community-focused parking solutions.

To carry out these overall recommendations, the Task Force recommends that the City Council:

- Adopt general policy guidelines for parking management implementation
- Update and amend City Council policies and procedures relating to the Parking Meter District Program, the processes for establishing and removing time limited parking and metered parking, and other parking management strategies
- Direct the City Manager to study the consolidation of the City's numerous parking-related functions into a single department
- Direct the City Manager to establish a Parking Advisory Committee
- Direct the City Manager and the City Attorney to research the City Council establishing itself as the San Diego Parking Authority to provide for property acquisition and facility financing in those circumstances where needed

The Task Force reviewed numerous specific parking-related tools and technologies, but rather than recommending any one of them, concluded that each community's needs are different and, because of those differences, the above changes should be adopted to allow a flexible approach to allow each community to devise the parking supply management solutions that best meet the needs of that community.

# MANAGING PARKING IN SAN DIEGO

## REPORT OF THE PARKING TASK FORCE

### **I. INTRODUCTION**

At the request of the San Diego City Council, the City Manager in August, 2003, established a Task Force to address parking issues. The members appointed to the Task Force consisted of citizens with a strong interest in parking-related issues, representatives of each of the City Council-established Parking Meter Districts, plus City staff directly involved in parking management. Members appointed to the Task Force are listed on Attachment 1. The Manager asked the Task Force to review and make recommendations on the following:

1. Meter Rates and Time Limits
2. Meter Hours and Days of Service
3. Additional Meter Installations
4. Additional Parking Lots and Structures
5. Parking Rates at City-Owned Facilities
6. Employee Parking Facilitation
7. Residential Parking Permits
8. New Parking Citation Hardware and Software Systems
9. Electronic Parking Meters that Accept Cash, Credit, and Debit Cards
10. Other Issues as Needed

Based on this direction, the Task Force adopted the following mission statement:

***Mission Statement:** To recommend to the City Council effective strategies to better manage and expand San Diego's public parking inventory for the benefit of San Diego's communities, residents, businesses, and visitors.*

The Task Force met as a whole in 15 meetings, each of which met for over two hours, was open to the public, and allowed for extensive input. The Task Force also broke into two subcommittees, the Parking Meter District Revenue Allocation Subcommittee, which met 12 times, and the Parking Regulation and Meter Installation and Removal Subcommittee, which met once. After considering the issues it was asked to review and pursuant to its mission statement, the Task Force established a list of recommendations. The Task Force reviewed existing policies and procedures, and proposed new language (attached). The Task Force also considered new parking technologies. It should be noted that, while City staff serving as Task Force members were generous and forthcoming with data, background, and other information, the Task Force's recommendations were derived primarily from community members.

Because of the often technical nature of the issues reviewed and despite the extensive amount of time that members devoted to the Task Force, the Task Force was not able to conclude all the items that came up for discussion by the date it was scheduled to report back. Remaining issues include “Parking Rates at City-Owned Facilities,” “New Parking Citation Hardware and Software Systems,” and “Electronic Parking Meters that Accept Cash, Credit, and Debit Cards.” The City is about to make investment decisions regarding new parking technologies, so decisions on this issue must be made soon. Under the “Other Issues as Needed” category, the Task Force expressed a desire to further consider the impact that new development is imposing on on-street parking.

Task Force members have agreed to meet on an *ad hoc* basis with City staff on parking technology issues to expedite the decision-making process. Members also indicated a willingness to work on the other remaining issues.

## **II. BACKGROUND**

The Task Force has determined that, as a result of the history of how parking-related decisions have been made in San Diego, the City lacks effective policy and implementing mechanisms to address its growing parking demands. On the streets where parking controls are currently in place, decisions about time-limited parking and parking meter installations have been made primarily at the request of adjacent property owners. However, as the suburban fringes are building out and new development starts to move into San Diego’s urban core neighborhoods, the City needs to consider a different approach to managing parking. The reasons for this are twofold: First, with increased density and traffic, the parking management needs are becoming more complex and the City’s current approach of establishing time-limited areas with identical times and setting up all meters with identical fees does not effectively manage the varying demands for parking spaces. Second, parking demand is increasingly affecting community planning, with new development impacting neighborhood parking. For these reasons, new and more flexible approaches are necessary to meet the parking needs in impacted neighborhoods.

The effort to address parking problems from a community perspective began in 1997 when the City Council adopted Council Policy 100-18, which established the Parking Meter District Program as a mechanism to fund and implement solutions to parking problems in areas where parking meters are located. Centre City, Uptown, and Mid-City were established as Parking Meter Districts, and City Council-designated Parking Meter District Advisory Boards and affiliated organizations are currently utilizing 45 percent of parking meter revenues to engage in community planning processes to address parking issues, to generate more parking spaces (including the development of public parking facilities), and to improve pedestrian and traffic circulation.

San Diego's Downtown has been at the forefront of San Diego's urbanization. The Centre City Development Corporation, as one of three Parking Meter District Advisory Boards, has aggressively sought to address the parking problems arising from increasing urbanization. Its successes point to some of the ways in which the City should consider parking solutions throughout the City. In particular, CCDC has leveraged the revenue stream off downtown parking meters, along with its redevelopment and tax increment financing powers, to acquire property and to finance and build public parking structures.

But the problems arising from parking are not limited to areas that currently have parking meters. Areas that may benefit from additional parking management strategies may include, but are not limited to, Balboa Park, the College Area, La Jolla, Mission Beach, Mission Valley, Ocean Beach, Old Town, and Pacific Beach.

One of the difficulties in pursuing solutions to parking problems in San Diego is that there is no single place that a resident, business owner, or developer can go to get an answer to a parking problem. Within City Hall, authority is dispersed among six separate City departments. Often, routine decisions can be made only by a vote of the City Council, while other decisions with broad community impact may be made at the staff level. There are several City Council Policies relating to parking spread throughout the City's policy documents. Finally, there is no clear administrative organization within the City to take the lead in resolving a particular parking problem without raising the matter to the City Council.

### **III. SUMMARY OF RECOMMENDATIONS**

To more effectively and efficiently manage San Diego's public parking inventory, consistent with the needs of individual communities, the Task Force recommends that the City Council:

- A. Adopt general policy guidelines for parking management implementation
- B. Update and amend City Council policies and procedures relating to the Parking Meter District Program, the processes for establishing and removing time limited parking and metered parking, and other parking management strategies
- C. Direct the City Manager to study the consolidation of the City's numerous parking-related functions into a single department
- D. Direct the City Manager to establish a Parking Advisory Committee
- E. Direct the City Manager and the City Attorney to research the City Council establishing itself as the San Diego Parking Authority to provide for property acquisition and facility financing in those circumstances where needed

## **IV. RECOMMENDATIONS**

As the Task Force considered the specific issues it was asked to address, it became clear that in most cases the answers must be provided with respect to each community, and sometimes with respect to a specific location. For example, on the issue of meter rates and time limits, the Task Force concluded that there is no one combination of rate and time limit that will meet the parking management needs throughout the City, and indeed there may be no one rate and time limit that meets the needs of even an individual community. Thus, rather than provide a specific recommendation in response to each issue it was asked to address, the Task Force instead recommends that the City Council adopt a set of general policies to guide parking management decision-making and that it make several organizational changes to more effectively and efficiently carry out the policies. The Task Force recommends that the City Council:

### **A. Adopt General Policy Guidelines for Parking Management Implementation**

The Task Force recommends that the City Council adopt the following as the guiding policies in implementing parking management decisions:

1. **Spaces on the public rights of way should be regarded as public resources and should be managed to meet the public's needs.**
2. **The sole purpose of parking control tools (e.g., parking meters, time limited parking, parking restrictions, etc.) should be to manage parking supply and usage, in conjunction with traffic safety and other public safety requirements.**
3. **Parking meter rates should vary and meters should be operated during the days and hours that require management of the supply.**
4. **The City encourages the development of public parking structures and other parking programs to facilitate business, employee, and residential parking, appropriate to each community's needs.**

### **B. Update and Amend City Council Policies and Procedures relating to the Parking Meter District Program, the Processes for Establishing and Removing Time Limited Parking and Metered Parking, and Other Parking Management Strategies**

Under the City's Parking Meter District Program, Parking Meter District Advisory Boards are designated by the City Council. They are allocated 45 percent of the District's parking meter revenues to implement entrepreneurial, community-focused solutions identified in the plan. They must prepare and annually update a parking improvement plan for their districts.

1. **The Task Force recommends that the City Council continue and expand the Parking Meter District Program.** In particular, the Task Force recommends that the City Council:

- a. Amend City Council Policy 100-18, "Parking Meter Revenue and Expenditure Policy," to define more clearly the purposes for which Parking Meter Revenues can be used, to designate the entity responsible for the purchase of new meters and their installation, to provide for the establishment of new Parking Meter Districts, to define the process for budgeting for expenditures, and to modify the allocation of Parking Meter Revenues to Districts upon reaching a defined threshold. (The proposed draft is at attachment 2.)
- b. In addition, it is recommended that the City Council consider, on a case-by-case basis, allocating a portion of the incremental increase in an individual District's parking meter revenues. The allocation should be authorized if it is requested by the Advisory Board in a proposed parking improvement plan, is necessary to finance a needed public parking facility, and is otherwise in the City's interest to do so.

**2. The Task Force recommends that the City Council revise the process for authorizing time limited parking and the installation of parking meters.** The process currently defined by Council Policy is that a study regarding specific spaces in the public right-of-way is initiated at the request of the City Council, the City Manager, or by petition of 75% of the adjacent property owners, and after staff review and recommendation, the City Council votes on each location. However, the process actually followed is that no action is taken unless there is a petition signed by 75% of the adjacent property owners, in most cases involving one or just a few affected businesses, and then, after staff review and recommendation, the City Council votes on the specific location. The recommended process<sup>1</sup> is:

- a. At the request of the City Council, the City Manager, or a City Council-recognized community organization, the City will conduct a parking analysis of the geographic areas identified as impacted by parking supply problems to determine what, if any, parking management tools should be implemented.
- b. If justified by the analysis, the City Manager may designate an area as a "Time Limit Parking Zone".
- c. If justified by the analysis, the City Manager will recommend that the City Council designate the area by ordinance as a "Parking Meter Zone" and by that designation authorize the City Manager to install parking meters or implement other parking management strategies as identified in the analysis.<sup>2</sup>

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<sup>1</sup> Changes in this process may require amendments to the Municipal Code.

<sup>2</sup> Such additional parking management strategies may include, but are not limited to, shared parking agreements, head-in parking, variable time zones, residential parking permits, valet parking services, etc.

- d. Upon authorization, staff will assess traffic safety and other public safety requirements and apply appropriate engineering standards to determine parking controls in locations where so required; for other locations, staff will consult with affected community groups (see recommendation D. regarding a proposed Parking Advisory Committee) to determine meter locations, rates, times, and periods of operation.<sup>3</sup>
- e. In those cases where a Parking Meter Zone covers or overlaps a definable community, neighborhood-serving business area, or other contiguous area, a Parking Meter District will be established and a Parking Meter District Advisory Board designated. A Parking Meter District may be established (and the Advisory Board designated) in an area where parking meters have already been installed in the public right-of-way, or in an area designated as a Parking Meter Zone where future parking meters in the public right-of-way are authorized but not yet installed.
- f. Where Parking Meter Districts are established, the Advisory Boards, with their day-to-day connection with parking demand and commercial development and as a part of their requirement to prepare an annual parking plan for their Districts, should be the primary source of advice to City staff in determining the rates, times, and periods of meter operation, except for those controls mandated by public safety requirements.
- g. The establishment of Time Limit Parking Zones and Parking Meter Zones should allow for an appeal process for affected property owners. Furthermore, in areas already established as a Time Limit Parking Zone or Parking Meter Zone, affected property owners should be afforded a quick internal review and appeal process, with a final appeal to the City Council, regarding the installation or removal of a parking management tool at a specific site.

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<sup>3</sup> Meters might control for different times (e.g., some meters may limit parking to 15 minutes while others may allow parking up to 12 hours), depending on the demand. At some locations, metered parking provided at too low a rate may exacerbate parking and traffic impacts, while parking provided at too high a rate leaves metered spaces unused. Meters at different locations may have different rates (e.g., parking at a high demand meter location may cost \$.25 for 5 minutes while a low demand meter might encourage longer term parking with \$2 for 8 hours). Permits may be provided to some users to park in otherwise restricted areas. Meters may be operated during evening hours in entertainment zones, and on Sundays and holidays in areas impacted with high demand on those days. Meters currently operate on average at 30% capacity. Matching the rates, times, and periods of meter operation to better control parking supply will require increased operational costs but will return both better parking management and off-setting revenues. Finally, parking violation fines may also need to be adjusted to better manage on-street parking inventory.

3. **The Task Force recommends that, in areas where parking meters are installed, the Parking Meter District Advisory Boards be responsible for managing the District's impact on residential parking and for addressing the District's employee parking demand.** Given the unique needs of each parking-impacted community, there is no one single solution to managing the impacts of parking demand on surrounding residential areas and the impacts of commercial area employees' demand for parking . The use of parking permits may often be a solution, but in some areas the current, relatively low cost of the permits may exacerbate, rather than regulate, the demand. Thus, the specific approach, which may include variable permit fees, should be left to each community.
4. **The Task Force recommends that the Council Policy regulating valet parking services be amended.** Currently, the pick-up site for a valet parking service is authorized by permit, and a curb area is painted white in lieu of one or more metered parking space. In many locations, valet parking is required only after the hours of parking meter operation, and the designated white curb space thus denies needed parking spaces during the business day. The recommended revision is that:
  - a. Valet parking should be considered as a valuable parking supply management tool in appropriate locations.
  - b. Valet parking spaces may be authorized by issuing a "bag permit," with a bag with appropriate markings issued by the City to cover a parking meter head at the authorized location.
  - c. In parking-impacted areas, the price for each valet parking space should be set at a rate to best manage the area's parking supply, and outside such areas should be set at a rate to cover the cost of administration.
  - d. Valet parking permits should be issued monthly, with bags assigned to specific parking meters.
  - e. As a condition for obtaining the permit, the valet service must provide a contract or other document evidencing that it will be providing the valet parking at an off-street location.
5. **The Task Force recommends that all other parking-related City policy documents be consolidated under a single heading, and that they be reviewed and updated consistent with the policy statements proposed at Recommendation A.**



**C. Direct the City Manager to Study the Consolidation of the City's Parking Functions into a Single Department**

The City's parking-related functions include parking planning, parking engineering, parking meter installation and maintenance, parking permits, parking enforcement, and parking meter districts. These functions are currently spread out among the Community and Economic Development, Development Services, Engineering and Capital Projects, Planning, Police, and Transportation Departments. This results in a lack of internal coordination, inconsistent planning, poor budgetary control, and an occasional "turf war." In addition, it means that when a parking decision is sought on a matter that does not fall squarely within an existing policy, there is no advocate within the City to bring the matter to a conclusion. For this reason, it is recommended that these functions be consolidated into a single administrative entity. It may be a separate City department, a division within one of the departments with current parking-related functions, or some other administrative body best identified by the City Manager.

Consolidating these functions under a single administrative entity should not adversely affect the City's budget, and in fact should increase staff efficiency, speed the development of parking solutions, and ultimately better manage the City's parking supply. In addition to the above functions, the parking administrative entity would be assigned the lead in working with other departments, such as Financing Services, Police, and Real Estate Assets, to ensure that parking-related administrative functions in those departments are coordinated and concluded.

**D. Direct the City Manager to Establish a Parking Advisory Committee**

The Parking Meter District Parking and Mobility Task Force, created at the request of the Public Safety and Neighborhood Services Committee, consists of representatives of the Parking Meter District Advisory Boards and City staff. Not to be confused with the broader Parking Task Force, it meets regularly as an information exchange and to coordinate Parking Meter District project implementation. This has proven to be a valuable means of conveying community concerns and resolving issues.

The Parking Task Force recommends that the Parking and Mobility Task Force be expanded, to include a representative of each Parking Meter District plus other community members representing parking-impacted areas that do not have Parking Meter Districts. In addition, the director of the single administrative entity recommended at D. above should serve in an *ex officio* capacity of the Advisory Committee to ensure a full exchange of information among the Committee and City staff.

As a Manager-appointed advisory body, the Parking Meter Advisory Committee could operate informally and without the limitations and costs of a public body appointed by the City Council. In addition to information sharing among the Parking Meter Districts, conveying community concerns, and resolving issues as they arise, the Parking Advisory Committee would provide advice to the City Manager regarding parking meter installation and other parking control implementation decisions and other parking-related policy matters.

**E. Direct the City Manager and the City Attorney to research the City Council Establishing itself as the San Diego Parking Authority to Provide for Property Acquisition and Facility Financing in those Circumstances where needed**

The City Council should establish itself as the San Diego Parking Authority, as authorized under the California Parking Act of 1949. The City Council acting as the Parking Authority could acquire private property and/or provide public debt financing for public parking facilities that are proposed outside adopted redevelopment project areas. Property acquisition and debt financing have been provided in the Downtown by the Redevelopment Agency acting through the Centre City Development Corporation. There are several parking-impacted areas in the City that may benefit from a public parking facility that will not qualify for designation as a redevelopment project area. Any public financing provided through a Parking Authority would have to be carefully structured so as not to impact the general fund nor to pledge parking meter revenues from outside the Parking Meter District where the public facility would be located.

In addition to these extraordinary powers, the Parking Authority also could have authority regarding the contracts with the Parking Meter District Advisory Boards; resolving parking-related policy conflicts, such as the pending proposal to reduce or eliminate parking requirements on new residential development in areas served by transit (Transit Area Overlay Zone) versus development code mandates to increase parking requirements; and conducting the final appeals (after an administrative hearing) from affected property owners regarding the installation or removal of a specific parking management tool in an approved Zone.

**V. ATTACHMENTS**

Attachment 1: Parking Task Force Members and Affiliations

Attachment 2: Draft Revisions to City Council Policy 100-18

Attachment 3: Draft Process for Establishing and Removing Time Limited Parking and Parking Meters

Attachment 4: Draft Appeal Procedure

## **PARKING TASK FORCE MEMBERS AND AFFILIATIONS**

### **Parking Meter Districts (3)**

Downtown: Frank Alessi, CFO  
CCDC

Uptown: Cindy Lehman, President  
Uptown Partnership, Inc.

Mid-City: Paulina (Polly) Gillette, Chair  
El Cajon Blvd BIA

### **Resident Representatives (3)**

John Cunningham, Chair  
Centre City Advisory Committee  
– Parking Subcommittee

Gary Smith, Chair  
Downtown Residents Group

Marilee Kapsa, Resident Member  
Uptown Planners

### **Support Staff**

D. Cruz Gonzalez, Director  
Transportation

Ahmed Aburahmah, Sr. Traffic Eng.  
Engineering & Capital Projects

Siavash Pazargadi, Sr. Traffic Eng.  
Planning

Michele St. Bernard, PMD Administrator  
Community & Economic Development

### **Business Representatives (5)**

Bill Keller, Owner  
Le Travel Store

Jimmy Parker, Chair  
Gaslamp Quarter Association

Scott Kessler, CEO (***Task Force Chair***)  
Business Improvement District Council

Chuck Catania, Owner  
Captain Fitch's & Old Town Gift  
Emporium

Marco Li Mandri  
Little Italy Association

### **Parking Enforcement Officer (1)**

Leslie Sennett  
Senior Parking Enforcement Supervisor

### **Other Stakeholders (2+)**

Martin Mosier (***Task Force Vice-Chair***)  
La Jolla Parking Task Force

Vincent Michel  
Discover PB / The French Gourmet

## DRAFT

### REVISIONS TO CITY COUNCIL POLICY 100-18

#### Purpose:

The intent of this Policy is to retain a certain portion of the meter revenues collected for the benefit of the area in which the meter is located. These revenues will be used for a variety of neighborhood and business improvement projects. Parking Meter Districts (PMDs) will be established to provide an equitable mechanism for distribution of the funds.

#### Policy:

##### A. Use of Parking Meter Funds

1. Parking Meter District Revenues shall be **primarily** used to address parking supply and mobility issues. Improvement and activities that increase the availability, supply and effective use of parking to residents, visitors and employees within the area in which the meter is located will **shall** be the ~~primary~~ **principal** focus of expenditure of the funds. Parking Meter district revenues shall **may** be used for such purposes as **including but not limited to, the following:**
  - a. Increasing the parking supply including: self-parking, valet-parking, on-street parking, surface parking and structured parking lots. **This includes the acquisition of land, design, financing, construction and/or operation of public parking facilities.**
  - b. **Managing the existing parking inventory, including but not limited to: parking evaluations, reconfiguration of existing on-street parking inventory, residential permit parking programs, and/or employee parking programs/incentives.**
  - c. Providing mobility information such as signing, marketing, and **communicating the** of location, availability, cost, etc. of district-wide parking options.
  - d. **Providing funding for community shuttles within the boundaries of the Parking Meter District.**
  - e. **Promoting alternative forms of transportation to reduce parking demand ( i.e., community shuttles, public transit, bicycling, and walking).**

- f. Providing for extraordinary maintenance and landscaping activities associated with or required by any of the activities listed above.
- g. Providing for extraordinary security activities associated with or required by any of the activities listed above.
- 2. Parking Meter District revenues shall supplement and not supplant existing City funding sources and program revenues for each meter district.
- 3. The cost of meters and their installation in existing parking meter districts will be advanced by the City from the City's share of the existing meter revenues and repaid from revenue generated by the newly installed meters; or, by the Parking Meter District at its option.

B. Parking Meter District (PMD) ~~Boundaries~~ Formation

- 1. A Parking Meter District may be established by the City Council ~~in areas with more than one hundred (100) meters~~ concurrent with the approval of the installation of a new parking meter zone consistent with the criteria and process adopted by the City Council.
- 2. Areas that fall within the boundaries of an existing Parking Meter District shall not be permitted to form a new Parking Meter District or a new sub-district, unless the existing district advisory board so agrees in writing.
- 3. The cost of meters and their installation in order to establish a new parking meter district will be advanced by the City from the City's share of the existing meter revenues and repaid from revenue generated by the newly installed meters; or, by the Parking Meter District at its option.
- 4. Upon formation of the Parking Meter District, recommendations may be made to City Council with regard to the hourly meter rate, hours of enforcement and time limits for the newly installed meters.
- 5. The Parking Meter District shall encompass those meters ~~that serve either the general destination of source of the parking demand~~ included in each respective Parking Meter District Map. See attached Parking Meter District Map(s).

C. Parking Meter District Advisory Board

1. Upon formation of a Parking Meter District, the City Council shall designate an advisory board ~~with the establishment of each~~ for the Parking Meter District for the purpose of recommending programs and expenditures of allocated parking meter revenues. The advisory board shall be an existing board of either a business improvement district (BID), a non-profit redevelopment corporation, ~~or a~~ non-profit community development corporation (CDC) or any other non-profit corporation approved by the City Council. ~~As wide a representation of appropriate representatives within the Parking Meter District boundaries shall be sought to comprise the advisory board. Final approval of the Parking Meter District expenditures shall rest with the City Council.~~ *(Moved this to paragraph #C.2.)*
2. The Parking Meter District Advisory Board shall develop and recommend to the City Council an annual improvement / implementation plan ~~each fiscal year an annual and a five year improvement / implementation plan specifying recommended annual expenditures~~ budget. Final approval of the Parking Meter District annual budget and improvement plan shall rest with the City Council. Such approval may be granted by authorizing the City Manager to execute a written agreement between the City and the designated Parking Meter District Advisory Board, or through the annual citywide budgetary approval process.
3. In its annual improvement / implementation plan, the Parking Meter District, may make recommendations to the City Council with regard to the hourly meter rate, hours of enforcement and time limits for the newly installed meters.

#### D. Allocation of Parking Meter District Revenues

1. A percentage of the total parking meter revenues generated by the City of San Diego shall be allocated to Parking Meter District on an annual basis. The percentage in Fiscal Year 1997 shall be fifteen percent (15%), the percentage in Fiscal Year 1998 shall increase to thirty (30%) and increase to forty five (45%) in Fiscal Year 1999. 2005 shall be forty-five (45%) each fiscal year; however, when the gross actual meter revenue generated in the prior fiscal year increases to \$ 7.5 million, then the percentage allocated to the Parking Meter Districts shall be increased to 50%.
  2. Parking Meter District revenues shall be allocated to each Parking Meter District based on the percentage of average annual gross collections generated within each district. Monies collected will be disbursed pursuant to the adoption and approval of an implementation plan submitted to the City Council pursuant to subsection C.2 above.
  3. Revenues or alternative fees paid to the City as a result of the reduction of available on-street paid parking within the Parking Meter District may also be shared according to paragraph D(1) above. (Such fees may include: fees paid to "hood" or remove on-street parking meters for construction, valet parking fees, residential parking/shoppers permit programs, in-lieu parking fees/credits, etc.)
  4. The Parking Meter District Program shall be administered by the Community and Economic Development Department, in conjunction with the City's Business Improvement District ~~(BID)~~ Program (BIDP) and the Small Business Enhancement Program (SBEP) for coordination purposes. On an annual basis, 2.5% of the gross meter revenue estimate as listed in the City Budget will be allocated to the administrative agency of the Parking Meter District Program for costs associated with the program.
- ~~Various entities within a given district may designate one agency to administer the funds by written agreement.~~ *(Moved to section B.2)*
5. The City will conduct an annual fiscal year-end reconciliation of actual parking meter revenues. To the extent that actual meter revenues are less than or greater than the approved budget estimate, the difference will be incorporated in the following fiscal year's Parking Meter District allocation.

#### LEGEND

BLACK = Existing Council Policy 100-18

RED (underlined) = Subcommittee suggested language

GREEN (italics) = Notes/clarifications

**DRAFT****PROCESS FOR ESTABLISHING AND REMOVING  
TIME LIMITED PARKING AND PARKING METERS**

The City Council may authorize the installation of parking meters pursuant to Municipal Code Section 82.04, and may establish time limited parking pursuant to Section 86.04, upon its own initiation or upon the recommendation of the City Manager. The purpose of this Policy is to describe the process and to identify the criteria that the Manager shall use in recommending parking meter or time limited parking, or its removal.

**Time Limited Parking**

Time limited parking should be used as a parking management tool in those areas where on-street parking is authorized, where the absence of time limits results in a rate of turnover of parked vehicles that is insufficient for the community's needs, and where the community's needs do not require metered parking controls.

**Process:**

Based on the recommendation of staff or at the request of community groups or citizens, the City Manager will cause a parking analysis to be conducted of the identified geographic area to determine what, if any, parking management tools should be implemented or removed.

As determined by the analysis, the City Manager may designate the area as a "Time Limit Parking Zone," or, if already designated, request that the City Council withdraw the designation.

**Criteria:**

In an area designated by the City Council as a Time Limit Parking Zone, staff will assess traffic safety and other public safety requirements and apply appropriate engineering standards to determine parking controls in locations where so required. For all locations, staff shall apply the following criteria for installing and/or removing time limited parking at specific parking spaces on the public rights-of-way within the Time Limit Zone:

1. Occupancy (percentage of spaces used at any time)
2. Relative vehicle turnover (number of vehicles parked per parking space per unit of time)
3. Duration (length of time individual vehicles are parked)
4. Existing land use within close proximity to the individual parking space
5. Location, price, availability, and type of off-street parking



6. Impact of the proposed time limit on the community
7. Concentration of time limit parking areas relative to enforcement
8. Traffic volume and patterns
9. Minimum of one block face, or minimum of half a block if the block is 500 feet or longer and the land use is different for each half
10. Input from property owners, City Council-recognized community groups, and the public
11. Times of operation relative to Time Limit Zones currently in operation in the general vicinity
12. Such other information as the City Council, the City Manager, or staff may deem as relevant

Upon identification of a time limit proposed to be applied to or removed from a specific parking space, written notification shall be mailed to property owner(s) located within 100 feet. A procedure shall be established allowing for an appeal by such property owner(s) to oppose the application or removal of the time limit.

#### *Time Limited Parking Outside Time Limit Zones*

Nothing in this Policy is intended nor should be construed to limit or restrict the authority of the City Manager to recommend or of the City Council to designate specific parking spaces on the public rights-of-way as time limited parking without the designation of a Time Limit Zone, as the public necessity shall require.

## **Metered Parking**

Parking meters should be used as a parking management tool in those areas where on-street parking is authorized, where the absence of time limits results in a rate of turnover of parked vehicles that is insufficient for the community's needs, and where time limit regulation alone does not or would not result in sufficient turnover to be of benefit to that community.

### **Process:**

Based on the recommendation of staff or at the request of community groups or citizens, the City Manager will cause a parking analysis to be conducted of the identified geographic area to determine what, if any, parking management tools should be implemented or removed.

As determined by the analysis, the City Manager may request that the City Council designate the area by ordinance as a "Parking Meter Zone," or, if already designated, request that the City Council withdraw the designation.

### **Criteria:**

In an area designated by the City Council as a Parking Meter Zone, staff will assess traffic safety and other public safety requirements and apply appropriate engineering standards to determine parking controls in locations where so required. For all locations, staff shall apply the following criteria for installing and/or removing parking meters at specific parking spaces on the public rights-of-way within the Parking Meter Zone:

1. Occupancy (percentage of spaces used at any time)
2. Relative vehicle turnover (number of vehicles parked per parking space per unit of time)
3. Duration (length of time individual vehicles are parked)
4. Existing land use within close proximity to the individual parking space
5. Location, price, availability, and type of off-street parking
6. Impact of the proposed metered parking on the neighborhood
7. Concentration of parking meters in the areas relative to enforcement
8. Traffic volume and patterns
9. Minimum of one block face, or minimum of half a block if the block is 500 feet or longer and the land use is different for each half
10. Input from the City Council-designated Parking Meter District Advisory Board, other community groups, property owners, and the public

11. Times of operation relative to Parking Meter Zones currently in operation in the general vicinity
12. Such other information as the City Council, the City Manager, staff, or the Parking Meter District Advisory Board may deem as relevant

Upon identification of a specific parking space where a meter is to be installed or removed, written notification shall be mailed to property owner(s) located within 100 feet. A procedure shall be established allowing for an appeal by such property owner(s) to oppose the installation or removal of the meter.

#### **Metered Parking Outside Parking Meter Zones**

Nothing in this Policy is intended nor should be construed to limit or restrict the authority of the City Manager to recommend or the City Council to designate specific parking spaces on the public rights-of-way for metered parking without the designation of a Parking Meter Zone, as the public necessity shall require.

#### **Other Parking Management Tools**

If identified as appropriate by the parking study, the City Manager may recommend and the City Council may authorize for implementation other parking management tools in Time Limit Zones and/or Parking Meter Zones such as, but not limited to, the negotiation of shared parking agreements, in-lieu fees on new development projects, head-in parking, variable time zones, residential parking permits, valet parking services, etc.

## DRAFT

### APPEAL PROCEDURE

The following procedure will be followed prior to the installation or removal of a parking meter, the designation or removal of a time limited parking space, the adoption of head-in parking, or installation of other parking management solutions affecting individual properties.

- 1.) Written notification will be mailed to all applicable City Council-recognized community groups and to property owners located within 100 feet of the proposed change.
- 2.) Any property owner given written notification may request an appeal.
- 3.) A request for an appeal must be made in writing and filed with the City Manager within thirty calendar days from the date of the notice.
- 4.) Once a timely request for appeal has been filed, the appellant has thirty days to file a petition in support of the appeal. The petition in support of the appeal must be signed by more than fifty percent of the parties who received written notification.
- 5.) Upon receiving a timely written request for appeal and the required supporting petition, the City Manager will request the matter be placed on the City Council docket.
- 6.) The City Manager will notify the appellant of the date, time, and place of the City Council meeting at which the item will be heard.
- 7.) Once placed on the City Council Docket, the City Council will hear the item *de novo*.
- 8.) The proposed change may commence immediately if there is no timely written request for appeal or a party fails to submit a supporting petition that meets the requirements stated above.